Project Management Essentials Day

Length: 3 days

Format: Classroom

Time: Day

About This Course

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. In this course, you will identify effective project management practices and their related processes.

You will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

Required Exams

Audience Profile

The target student for this course is any individual who may need to perform project management activities in their job role on either a formal or informal basis, or any project team members who want to enhance their knowledge of project management in order to interact more productively with a project manager and perform more effectively on a project team.

Course Objectives

Upon successful completion of this course, students will be able to:

  * Identify the basic concepts and terminology of professional project management.
  * Launch a project.
  * Estimate project work.
  * Create a project schedule.
  * Plan project costs.
  * Plan for project risks.
  * Plan for project quality and compliance.
  * Manage human resources for your project.
  * Manage project procurements.
  * Plan for change management and monitor the project scope.
  * Monitor and optimize project schedule and cost.
  * Monitor quality of project work and the risks involved.

* Plan communication strategies and manage stakeholder relationships.
* Perform project closure.

Outline

Lesson 1: Getting Started with Project Management

Topic 1A: Project Management Basics

Topic 1B: Factors Influencing a Project

Lesson 2: Launching Projects

Topic 2A: How Organizations Choose the Right Project

Topic 2B: Identify Project Stakeholders and Their Expectations

Topic 2C: Identify the Project Scope

Topic 2D: Prepare a SOW

Topic 2E: Formally Authorize a Project

Lesson 3: Estimating Project Work

Topic 3A: Estimate Project Effort and Resources Using Top-Down Estimation

Topic 3B: Estimate Project Effort and Resources Using Bottom-Up Estimation

Topic 3C: Reduce Risks in Project Estimates

Lesson 4: Creating a Project Schedule

Topic 4A: Illustrate Project Flow

Topic 4B: Identify Activity Resources

Topic 4C: Schedule Project Work

Lesson 5: Planning Project Costs

Topic 5A: Estimate Project Costs

Topic 5B: Establish the Cost Baseline

Topic 5C: Reconcile Funding and Costs

Lesson 6: Planning for Risks

Topic 6A: Create a Risk Management Plan

Topic 6B: Identify Risks and Their Causes

Topic 6C: Analyze Risks

Topic 6D: Develop a Risk Response Plan

Lesson 7: Planning for Quality and Compliance

Topic 7A: Deliver the Desired Project Results

Topic 7B: Verify Compliance Requirements

Lesson 8: Managing Human Resources

Topic 8A: Plan Your Dream Team

Topic 8B: Put the Team Together

Topic 8C: Build the Team

Topic 8D: Manage the Team

Lesson 9: Managing Project Procurements

Topic 9A: Plan for Project Procurements

Topic 9B: Obtain Responses from Vendors

Topic 9C: Choose the Right Vendor

Topic 9D: Manage Vendors and Procurements

Lesson 10: Managing Change During Project Execution

Topic 10A: Gear Up for Project Execution

Topic 10B: Manage Project Changes

Topic 10C: Monitor the Project Scope

Lesson 11: Monitoring and Controlling Project Schedule and Cost

Topic 11A: Monitor and Control the Project Schedule

Topic 11B: Optimize the Project Schedule

Topic 11C: Monitor and Control Project Costs

Lesson 12: Monitoring Risk and Quality

Topic 12A: Monitor and Control Risks

Topic 12B: Put Quality Plans into Action

Topic 12C: Control Project Quality

Lesson 13: Communicating and Reporting

Topic 13A: Communicate in a Project

Topic 13B: Distribute Project Information

Topic 13C: Manage Stakeholder Relationships and Expectations

Topic 13D: Report on Project Performance

Lesson 14: Closing the Project

Topic 14A: Hand Off the Project

Topic 14B: Close Project Procurements

Topic 14C: Wrap Up a Project